



## AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Tuesday, February 17, 2015  
7:00 p.m. – Council Chambers**

1. **PRAYER – Edward Deni**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
  - **Special Meeting – January 20, 2014**
  - **Regular Meeting – January 20, 2014**
6. **SPECIAL GUESTS.**
  - **Michelle Lawson, Enfield Together Coalition**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
  - **Local Transportation Capital Improvement Program (LOTICIP)**
  - **Workers Compensation Update**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
  - **Enfield High School Renovation Building Committee**
12. **OLD BUSINESS.**
  - A. **Appointment(s) - Town Council Appointed.**
    1. **Ethics Commission (Alternate) – A Vacancy Exist for a Regular Member (R).**  
Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)
    2. **Ethics Commission (Alternate) – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U).** Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)

3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)
4. **Connecticut River Assembly –** The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee -** The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **North Central District Health Department Board of Directors, Enfield Representative –** A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
7. **Enfield Revitalization Committee-** The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
8. **Enfield Revitalization Committee-** The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Zoning Board of Appeals-** A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
10. **Area 25 Cable Television Advisory Committee-** The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
11. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
12. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
13. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
14. **Planning and Zoning Commission-** A Vacancy Exists for an Alternate Position (R). Replacement Would be until 12/31/2015.(Tabled 11/17/2014)
15. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
16. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
17. **Loan Review Committee (Alternate) -** The Term of Office of Anne Brislin (R), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2016. (Tabled 12/15/2014)

**B. Appointment(s) - Town Manager Appointed/Council Approved.**

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
6. **Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
7. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
8. **Building Code Appeals Board**- The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

**C. Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

**D. Discussion:** Higgins Park on the Green (Tabled 11/10/14)

**13. NEW BUSINESS.**

**A. Consent Agenda – Action.**

**B. Appointment(s)–Town Council Appointed.**

1. **Inland Wetland Watercourse Agency (Alternate)** – A Vacancy Exists Due to Code Amendment. Appointment Would be Until 06/30/2015.
2. **Ethics Commission (Chairman)** – A Vacancy Exists Due to the Resignation of John Alexander. Replacement Would be Until 10/31/2016.

**C. Appointment(s) – Town Manager Appointed/Council Approved.**

**14. ITEMS FOR DISCUSSION.**

**A. \*\*Consent Agenda – Review.**

**B. Appointment(s) - Town Council Appointed.**

1. **Commission on Aging:** Motion to Amend the Position of Timothy Slade (R) from Regular Member to an Alternate Member Position, Expiring 12/31/2017.
2. **Commission on Aging:** Motion to Amend the Position of Howard Florian (I) from an Alternate Member to a Regular Member Position, Expiring 12/31/2016.

**D. Appointment(s) – Town Manager Appointed/Council Approved**

**E. Appointment(s) – P & Z Commission Appointed- Council Approved**

- F. Discussion/Resolution:** Request for Transfer of Funds for Town Attorney for Legal Expenses \$21,000.
- G. Discussion/Resolution:** Request for Transfer of Funds for Public Safety Overtime \$208,000.
- H. Discussion/Resolution:** Request for Transfer of Funds for Public Safety Thompsonville Overtime \$110,000.
- I. Discussion/Resolution:** Request for Transfer of Funds for Planning Consultant and Transcription Services \$20,000.
- J. Discussion/Resolution:** Resolution Authorizing the Town Manager to Execute Bundle Billing Agreements with the Town of Somers, Suffield and East Windsor Ambulance Association for Ambulance Related Services.
- K. Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with the State of Connecticut Board of Regents for Higher Education.
- L. Discussion/Resolution:** Resolution Authorizing the Waiving of Co-Pay for Ambulance Bills for Recipients of Medicare that are Bona Fide Residents of the Town of Enfield.
- M. Discussion:** Human Services Advisory

**15. MISCELLANEOUS**

**16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

**17. COUNCILMEN COMMUNICATIONS.**

**18. ADJOURNMENT.**

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| *   | REMOVE FROM AGENDA                            |
| **  | MOVE TO MISCELLANEOUS                         |
| *** | WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT |

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**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
MONDAY, JANUARY 20, 2015**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, January 20, 2015. The meeting was called to order at 5:30 p.m.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Mangini, Stokes and Szewczak. Councilor Lee was absent. Also present were Town Manager, Matthew Coppler; Town Attorney, Kevin Deneen; Assistant Town Manager, Derrik Kennedy; Assistant Town Manager of Development Services, Courtney Hendricson; Town Clerk, Suzanne Olechnicki

**MOTION #3005** by Councilor Mangini, seconded by Councilor Stokes to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3005** adopted 10-0-0. The meeting stood recessed at 5:32 p.m.

**EXECUTIVE SESSION**

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:33 p.m.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Mangini, Stokes and Szewczak. Councilor Lee was absent. Also present were Town Manager, Matthew Coppler; Town Attorney, Kevin Deneen; Assistant Town Manager, Derrik Kennedy; Assistant Town Manager of Development Services, Courtney Hendricson; Town Clerk, Suzanne Olechnicki. Councilor Bosco excused himself from the meeting at 5:40 p.m. and returned at 5:48 p.m.

Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 6:52 p.m. He reconvened the Special Meeting at 6:54 p.m. and stated during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

**THOMPSONVILLE PRESENTATION**

Ms. Hendricson stated last year Thompsonville was considered a key initiative to Enfield's economic development. She noted Thompsonville was singled out because it needed the most help in re-energizing the residents, attracting private investment dollars

and sprucing up the location to create economic vitality and vibrancy. She stated a targeted effort in Thompsonville has been underway which benefits the entire Enfield community.

Ms. Hendricson stated they are on their way in transforming the Thompsonville area into a safe, fun, walkable, attractive village within Enfield. She noted all over the country people are flocking to authentic, compact places to live. She stated it's known that Enfield already has a gem of a place in Thompsonville with many buildings still standing and natural resources to take advantage of, which gives Enfield a leg up over places that need to be created from scratch.

She stated they tackled the entire invigoration effort from three angles by adding value back physically, socially and economically.

She spoke about getting people to Thompsonville and what people see and experience first on their way into the heart of the downtown area. She spoke about the importance of gateways being inviting and informative in terms of guiding people further downtown. She noted they're continuing to make the entrance attractive through banners, which include special holiday banners and farmers' market banner and special lighting. She stated people can arrive by the Magic Carpet bus service into the downtown area, and bus stops and routes are clearly marked. She pointed out the Magic Carpet bus service celebrated its two-year anniversary on January 14<sup>th</sup> and welcomed its fifty-thousandth rider.

She noted once visitors arrive downtown, they can park conveniently on the street right in front of the Lamagna Center and community events next to the pond. She stated parking spaces were added to allow easy access for residents and guests. She noted during the farmers' market, vendors had easy off-loading and on-loading, which was an attractive benefit.

She stated municipal lots are now clearly marked providing free, safe and lit parking. She noted they will continue these improvements based upon their parking study, which is now in its final stage.

Ms. Hendricson referred to the benches, picnic tables and planters, which are a welcome permanent addition to the pond area. She noted they will add greenery and seasonal plants year round. She stated Advanced Manufacturing students from the Asnuntuck College are creating trash and recycling cans, and they're taking the granite steps from the old Higgins School and creating mile markers to go around Freshwater Pond.

She noted landscaping is critical downtown with trees, shrubs and flowers, which everyone wants to see.

She stated the fountains in Freshwater Pond were quite well received this summer.

She noted the Police Explorers and other police presence at events provide a safe environment for people.

Ms. Hendricson spoke about downtown development and noted the Town purchased 33 North River Street, and they're in the preparation mode for transforming it into a transit center. She stated they're hoping to bring the Strand Theater back as a vibrant community gathering place.

Ms. Hendricson stated social value is about relationships and engagement and this was accomplished through activities such as community celebrations, i.e., the Falloween Festival, farmers' market, community garden and Pearl Street Library centennial celebration.

She stated this past year, there's been more police presence with walking patrols, bike patrols and higher visibility, enforcement and consistent contact by officers. She noted people have commented about it feeling safer and it's friendly, community-oriented policing. She noted the police are also getting involved in several of the events and celebration. She noted the new fire station increases that positive protection of public safety in Thompsonville.

Ms. Hendricson stated social value is about engagement with residents and businesses. She noted from the business side of things they did several programs – they held a Thompsonville partners event and awards ceremony last spring at the future transit center. She noted they began the Thompsonville talks to encourage engagement among residents and businesses to get involved in the future of Thompsonville. She noted they had over 85 people attend the last Thompsonville talk, and the next talk will take place at the Village Center, 100 High Street in Thompsonville.

She then spoke about economic value and stated her belief the most important factor in increasing value in Thompsonville is to encourage private investments. She noted they've been targeting those investment dollars through several programs. She stated they piloted the Business Information and Technology Incubator at Alcorn, and they look forward to businesses in 2015 taking advantage of the classes that they hold and the technology consultancy through IT staff. She noted this is workplace development for Enfield businesses. She noted they've engaged the commercial real estate industry – the brokers, developers, investors and site selectors to let them know about Enfield's transit-oriented development and their plans in Thompsonville. She stated they brought all these people together this past fall for a commercial and real estate investor breakfast at the Polish Old Country Deli and Banquet Facility in Thompsonville. She noted they provided the guests with a book of all the available properties in Enfield, and they held a panel of successful Enfield businesses to ask them why they located in Enfield and why they decided to grow in Enfield. She pointed out it's important that the commercial real estate industry hears from successful Enfield businesses.

Ms. Hendricson stated they hosted U.S. Representative Joe Courtney, U.S. Senators Chris Murphy and Richard Blumenthal and Governor Malloy in 2014, all of whom expressed support for future transit and overall efforts in Thompsonville.

She stated they recently commissioned an economic impact study on the transit study for Thompsonville and the results show that Enfield has the potential to realize up to 890,000 square feet of new development upon completion of the transit center and the commencement of commuter rail service with an economic impact of 185 jobs, almost \$7 million dollars in new earnings annually and over \$19 million dollars in new sales annually. She read a direct quote from the Executive Summary, "The project would increase annual Town revenues by between \$400,000 and \$1.7 million dollars." She stated the results of this study indicate that there is potential for a significant economic impact. She clarified the Town's ability to capture the economic impact is constrained by current zoning. She noted new zoning changes facilitating transit-oriented development will be required to maximize the economic benefit of the new transit center. She stated the demand will be there, but it's a matter of how pro-active the Town is to allow the type of development that they want and need in Thompsonville.

Ms. Hendricson stated in terms of economic value, programs by the Community Development group continue to help promote private investments through façade programs, housing and building rehab, home ownership incentives and tax incentives.

She stated to keep the momentum going in 2015, they propose an idea for the Village Center at 100 High Street. She noted it has charm, beautiful stain glass windows, heritage and integrity within its historic architecture. She stated they propose its future purpose to be called a Community and Performing Arts Center. She noted this is an exciting project, and they're very proud to present a proposal for transforming this building into a Community and Performing Arts Center. She stated it will be transformed into a destination and a vibrant spot. She noted they want to engage the hearts and minds of the Enfield community and surrounding communities to see and visit this Community and Performing Arts Center. She stated they recently sent out a survey to ask area business leaders what they thought about this kind of venue in Enfield, and they received over 150 responses within the first 24 hours. She noted in total they received almost 200 responses and overwhelming support for this idea, and these were from local business leaders with a variety of titles and positions, i.e., presidents, CEO's, bankers, lawyers, vice-presidents, investors, executive directors, retirees, business owners and others.

Ms. Hendricson shared the questions/responses from a recent survey as follows:

- 1) Do you attend art exhibits or performing arts events? Over 80% responded they often or sometimes attend these kinds of events.
- 2) Would this kind of venue benefit your employee base? 64% responded yes or maybe.
- 3) Would your business or organization consider promoting and/or supporting this kind of venue in Enfield? 67% responded yes or maybe.



She pointed out many people in Enfield and the surrounding area have to travel north or south to partake in cultural events. She noted being the middle ground between the destinations of the Hartford area and Northampton provides a unique opportunity. She stated those people who travel for cultural events typically pass right through Enfield on Route 91 to reach their destination. She noted if these people could cut travel time, avoid traffic and have a variety of dinner options as they could in Enfield, there would be good reason to choose a show or exhibit in Enfield versus going elsewhere.

- 4) What kind of things would you like to see at this type of venue? The responses included live performances, lectures, art gallery space, corporate meetings and educational and satellite campus of a local college or university.

Ms. Hendricson stated after looking at other successful performing arts centers elsewhere, it was learned that such places have membership options, sponsorship options, performing art classes, costume rental shops, renovations funded by public funds from the town and from donations raised by trustees and volunteer help.

She then spoke about the Strand Theater and how it fits into the plan. She noted the Village Center will hold 150 patrons, while the Strand holds almost 750 patrons. She stated the Village Center is a place for small, intimate performances, and the Strand would be able to hold much larger events. She noted other communities such as Northampton and New Haven thrive because of these options, and two options in Thompsonville would really make it a destination and put it on the cultural arts map.

She stated the presence of these two venues will draw people, lower crime rates, bring in dollars, elevate Thompsonville's reputation, enhance desirability for investor funding and bring people back downtown that may have lost faith in it.

Ms. Hendricson stated they need the help and support of the Town Council to make this happen.

Mr. Kennedy stated the Town interviewed three theatrical architects, and each completed a walk-through and provided a scope of services with a conceptual vision for the property. He noted based upon their quotes, experience and vision, they selected Martin Vinik as the architect for this project. He then reviewed a concept for the Village Center at 100 High Street. He stated prior to hiring a theatrical architect, the Town enlisted a structural engineer, and it was determined the building is structurally sound. He noted there are various parking opportunities for patrons with on-site parking in the rear, on-street parking in the High Street area, and shared parking in the Molina plaza or other possible agreements that could be worked out, along with several municipal parking lots in the area.

He stated the examples shown earlier utilized organizational structures such as adopting and utilizing best practices, funding through public-private sources, the use of the Cultural Arts Commission, creating an executive board to oversee the direction of the theater and hiring an executive director who would oversee the day-to-day operations.

As concerns maintenance, he noted the Town could incorporate those duties into current operations.

Ms. Hendricson stated a Performing Arts Center would encompass all three values – physical value, social value and economic value. She noted what is needed from the Town at this point is funding to work on the outside of the building, and they'd like the Council's consensus to move forward. She stated the Council challenged them to come up with a creative idea to keep this facility an asset to the community and to improve upon it.

Councilor Bosco questioned the cost of the study, and Mr. Kennedy responded \$6,000 just for the architectural consultant.

Councilor Bosco stated he was unaware the Town was paying \$6,000 to hire an architect. He questioned the cost for this proposal, and Mr. Kennedy responded between \$3 and \$4 million dollars.

Councilor Bosco questioned spending millions of dollars on 100 High Street and the Strand Theater. He noted there has to be some return for that money, and he doesn't believe the Town will ever get a return for that money. He stated he'd rather see 100 High Street sold. He noted he would not support this idea, and he feels it's a reckless use of taxpayers' money. He stated he doesn't recall authorizing \$6,000 for an architect. He questioned what "maybe" means in the response to the survey. He stated he'd rather hear how many voted "no" and how many voted "yes" because anyone can say "maybe". He questioned if the same answers were used repeatedly for the survey.

Mr. Coppler stated a Councilor can like or hate an idea, but he objects to staff's professionalism or character being assailed.

Councilor Hall stated she didn't know the Town was moving forward with any study on this building and that plans were physically being drawn. She agreed with Councilor Bosco regarding being shocked and surprised that this was done without Council's approval. She noted she is not saying she's for or against because she loves the idea of an arts center in Thompsonville and that this is a great concept. She stated she would definitely gear it toward the Strand and prefers 100 High Street be sold.

Mr. Coppler stated his impression staff was doing what they thought the Council wanted, which was to present a viable alternative for 100 High Street. Councilor Hall responded she was not at a meeting where a majority of this Council said to move forward with drawings and architectural renderings.

Councilor Arnone stated the Town has tried unsuccessfully to unload this building twice for a dollar. He noted he was unaware this building was being looked at this seriously, however, the Town has been talking about doing something with this building. He feels this issue would be better in the hands of the Cultural Arts Commission. He noted the Cultural Arts Commission has a bank account and a way to take private funds. He stated

there was also discussion about the Cultural Arts Commission becoming a 501C so they can receive grant money. He pointed out there is art grant money available.

Councilor Deni stated 100 High Street needs outside work, and Mr. Kennedy stated the cost to paint that building is \$38,000.

Councilor Deni spoke about blight downtown that needs to be addressed, i.e., a burnt house on Church Street, a bakery on Cottage Street, there haven't been walking policemen lately in Thompsonville, the Old North School, etc.

Councilor Szewczak stated the Council gave the Town Manager \$750,000 to do something in Thompsonville. She questioned if the \$6,000 came out of those funds, and Mr. Coppler stated his belief the \$6,000 was taken out of the architectural CIP account.

Councilor Szewczak stated she doesn't want to micromanage Town staff. She noted she doesn't have a problem with staff looking at things. She noted the Town doesn't own the Strand building, therefore, the Town doesn't have any jurisdiction at that location. She stated staff is vetting 100 High Street for this use. She noted she has seen this work at the Cape and in Old Saybrook. She feels the Town has to stop doing the same things it always does, and they need to look at doing other things. She pointed out she drives 45 minutes to go to such venues.

Councilor Mangini thanked staff for thinking out of the box and being creative. She stated her belief an arts venue in Thompsonville would definitely be valuable and appreciated. She questioned what direction staff would like from the Council.

Ms. Hendricson stated immediate next steps would be to request funding in the upcoming budget for the outside of the building and next steps would be around the organization and fundraising.

Mr. Kennedy stated he is not asking the Council to support \$4 million dollars, but only that's the projected cost at the high level architectural renderings that were developed. He noted he didn't say the Town would be spending that much money. He stated there would be a lot of fundraising.

Councilor Mangini stated she would not want the Council to lose control financially, but rather she would want the Council kept informed of happenings and direction. She noted she would not want to stifle staff's endeavors. She feels Ms. Hendricson and Mr. Kennedy are doing a tremendous job for Enfield.

Councilor Edgar stated at Leadership last Wednesday, he raised a question about 100 High Street, and the answer he received from the Town Manager was a cultural arts center, but no further details. He stated he is amazed at what he has heard and seen this evening because he had no idea anything was being done to this degree. He questioned the cost of man hours spent on this so far. As concerns the "yes" and "maybe" responses from the survey, he stated that means nothing to him unless those answers are separated.

He went on to state his impression there was to be a parking study, but he has not seen that. He noted he's unsure about the Strand building because of parking restrictions. He noted they shouldn't consider the parking plaza near Molina's since that plaza is for sale. He feels someone jumped into this idea too quickly without consulting the Council as a whole. He went on to state Thompsonville is his district, and he would like to see it revitalized, but he doesn't feel this idea will do that. He stated he doesn't see any way that he can support this. He questioned if there's been a reach out to the people other than a survey.

Ms. Hendricson stated the parking study is underway now.

Councilor Cekala stated the Council did tell staff to see what could be done in Thompsonville, and that's exactly what they did and she appreciates that. She added staff should have sought a little more authorization. She noted she wants a little more time to digest this. She noted there's the possibility of a very large community center, and possibly a performing arts center could be included in that center, although it wouldn't be in Thompsonville.

Chairman Kaupin thanked staff for the presentation. He stated he wants staff to think outside the box. He noted staff is given latitude with dollars within budget line items. He pointed out they did put a big focus on Thompsonville this year. He feels they need to dial back rhetoric and stop being so harsh. He suggested putting ideas into writing:

- How do such venues self-fund themselves?
- What's the sustainability over the course of time?
- How do these types of centers work in other communities?
- Is this a five-year plan?
- Are they doing the façade to bolster the building, starting activities in the existing building itself and transforming it over a period of time?

He stated if they want Thompsonville to be an economic engine of the Town, they need to do things differently, and they need to make incremental steps along the way. He stated his belief changing zoning codes won't allow ten-story apartment buildings because no one wants that, but there are existing structures where multiple use isn't allowed.

He suggested putting a written presentation together so that the Town Council can digest it.

Councilor Deni stated his belief it's a great idea, but he's shocked about the dollars. He spoke about the need to address blight in Thompsonville.

Councilor Arnone spoke about the need to maintain 100 High Street and stated his belief the Council should give its approval to paint this building. Chairman Kaupin stated that would be part of the budget process.

Councilor Arnone stated the building is already set up for plays, and they should let it happen the way it's currently set up.

Councilor Hall stated her belief the Council should have made the decision as to whether staff should go forward with drawings and renderings. She noted she's not a micromanager, however, the Council are the decision-makers, and she wants to know what staff is thinking before they put money to it.

Councilor Bosco stated he would like to try selling 100 High Street one more time. If this building doesn't sell, the Town has to paint it so it's not blighted. He suggested moving at a slower pace at this time where a minimal amount of money is spent. He went on to state his belief more parking lots need to be placed in different parts of the town. He concluded stating if anything is done, he'd rather see the Strand done. He noted the Town has to do something about the Strand, i.e., foreclosing it. He suggested perhaps an art center could be located in the Strand.

Councilor Szewczak stated since she has been on the Council, the focus is Thompsonville, and other parts of town resent this because they're not being looked at. She noted if they don't solve Thompsonville's problems, they won't do anything for the rest of the Town. She noted they need to give direction to the staff.

Councilor Edgar questioned whether this is a Town thing or is Community Development involved. He questioned what is the Massachusetts casino's impact on this because they will be running art programs as well.

### **ADJOURNMENT**

**MOTION #3006** by Councilor Mangini, seconded by Councilor Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3006** adopted 10-0-0, and the meeting stood adjourned at 7:10 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, JANUARY 20, 2015**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, January 20, 2015. The meeting was called to order at 7:12 p.m.

**PRAYER** – The Prayer was given by Councilor Cekala.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Mangini, Stokes and Szewczak. Councilor Lee was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Attorney, Kevin Deneen; Town Clerk, Suzanne Olechnicki

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #3007** by Councilor Mangini, seconded by Councilor Stokes to accept the minutes of the January 5, 2015 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3007** adopted 10-0-0.

**MOTION #3008** by Councilor Deni, seconded by Councilor Mangini to accept the minutes of the January 5, 2015 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3008** adopted 10-0-0.

**SPECIAL GUESTS**

Joshua Carroll shared his proposed Eagle Scout project, which consists of two benches at the Middle Road library. He noted he spoke to the Director of Libraries who advised him on the best location for these benches. He stated the cost for lumber and hardware will be \$350, and he plans to raise the money through a letter writing campaign and bake sale.

Councilor Arnone advised Joshua to let the Council know when there will be a fundraiser.

Councilors Hall, Mangini and Deni thanked and commended Joshua for this project.

Chairman Kaupin thanked Joshua for coming before the Council.

It was the consensus of the Council that Joshua can move forward with his proposal.

### **Enfield Beautification Committee**

Darren Ketchale, Chairman of the Enfield Beautification Committee, stated one of their projects was to create a new logo for this committee. He noted “Andrew” of Bright Beginnings Day Care came up with their new logo.

Councilor Arnone commended Andrew for coming up with the new logo. He also commended the committee for everything they do for the town.

Chairman Kaupin thanked the committee for coming before the Council, and he commended Bright Beginnings Day Care for their involvement in the community.

### **PUBLIC COMMUNICATIONS & PETITIONS**

Michael Degiule, 3 Edmund Lane

Stated Edmund Lane residents are here requesting that their road be re-done. He shared the history of this road. He provided photographs of the road’s condition and drainage problems, which are causing icing problems. He pointed out this situation is dangerous. He questioned what must be done to address these issues because he feels waiting five more years is too long.

Arthur Mullen, 80 Mullen Road

Voiced his support of the Farmland Preservation Program.

Mr. Mullen stated his belief the newly renovated Enfield High School should be able to keep its Raiders logo. He pointed out the new CREC high school already established the “Enfield Eagles”, and he doesn’t believe the town should have two “Enfield Eagles”.

Steve Moriarty, 24 Sidor Drive

Stated his eco-friendly house will be for sale shortly for \$175,000.

Ellyn Driscoll, 11 Hudson Street

Stated 75% of her water usage is outdoors. She noted she is only one person and not using much water indoors. She stated she does not want to pay for a plumber to install a deduct meter. She stated her belief the Town should be charging people for winter usage instead of the season when water is being used outdoors.

Karen LaPlante, 166 North Maple Street (Chair of the Conservation Commission)

Stated the Conservation Commission would like to encourage the Town Council to approve the resolution before them for the Community Farmland Preservation Program. She explained this program will allow Enfield to partner with the State of CT farmland preservation program. She stated her understanding the state will provide

approximately 75% of the funding, and the Town will need to provide only 25% to purchase the development rights of the smaller farms. She noted the Conservation Commission is hoping this program will move forward as it is in accordance with the Town's Plan of Conservation & Development and with the open space and farmland preservation document that was adopted by the Council many years ago.

Ms. LaPlante stated the Conservation Commission is dedicating its February 10<sup>th</sup> meeting at 7:00 in the Enfield Room to Enfield farmers. She noted they will be hosting four different speakers of interest to farmers. She stated those speakers include Della Froment from the Town Assessor's Office, and she will speak about the farm related assessment issues available to the farmers. She noted Katherine Winslow from the Connecticut Department of Agriculture will speak about the Farmland Preservation Programs at the state level. She stated another speaker from the USDA NRCS will speak about the Agriculture Management Assistant Program and the Environmental Quality Incentive Programs, which will include information on their highly successful, high tunnel program, which allows farmers to extend their growing season by putting up high tunnels. She noted their fourth speaker will be Tom Sayers from the Northeast kestrel program. She stated Mr. Sayers single-handedly is putting up and managing kestrel nesting boxes to help save and protect this endangered bird. She noted farms are a perfect match for this small hawk that loves insects and small mammals. She pointed out the meeting is open to anyone interested in this subject matter. She noted they will be sending out a notice to Enfield farmers and open space land owners.

Steve Moriarty, 24 Sidor Drive

In regards to his home, which is for sale, Mr. Moriarty pointed out his home has solar power, geothermal heat, and his utility bills are only \$600 per year.

### **COUNCILOR COMMUNICATIONS & PETITIONS**

Councilor Mangini commended Scott Bertrand and his staff from the Enfield Housing Authority for receiving a state grant for approximately \$4 million dollars for elderly site renovations and \$480,000 in pre-development grants as well as various awards for an outstanding risk control program as well as an award for best practices in housing authority risk and retention renovation.

She thanked the people responsible for putting on the Chili Cook Off in Somers. She noted this was a great event with a lot of people in attendance.

She stated she attended the CCM municipal training on budgets recently. She noted for anyone interested there is a power point presentation available, and this would be a valuable tool as they enter their budget season.

Councilor Mangini commended Lynn Nenni and her Finance staff for doing a great job.



She questioned whether it's customary for Public Works to do sanding during icing conditions. She questioned when the sanding begins and the order in which roads are sanded.

Councilor Arnone requested Public Works address the Edmund Road area complaints, as well as the St. James Road area. He noted perhaps they can come up with a temporary fix.

Councilor Arnone expressed his support of the Farmland Preservation Program resolution.

Councilor Edgar stated from the Commission on Aging there was a question about the co-pay for ambulance service for people on Medicare. He noted people should not be paying that co-pay because the Town waived that cost. He suggested information on this topic be published.

Councilor Deni referred to Edmund Street and noted he spoke to John Cabibbo regarding this issue and learned there was a plan in 2001, but nothing ever happened. He noted he visited the Edmund Street area, and it is a mess.

He stated he will support the Farmland Preservation Program resolution.

As concerns the Enfield High School logo, Councilor Szewczak noted that is a topic that should be brought before the Board of Education. She noted a lot of work has been done to merge the two high schools and to give honor to both heritages.

Referring to the earlier comments about the expense of a deduct meter, Councilor Szewczak pointed out a deduct meter would probably be less costly than the sewer use bill. She pointed out the Town Council has been trying their best to make things fair for everyone.

**MOTION #3009** by Councilor Hall, seconded by Councilor Mangini to suspend the rules to address Items 14 B2, E, F and G under Miscellaneous.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3009** adopted 10-0-0.

Councilor Bosco requested an update on the pothole patching. He stated his impression those patches are holding well.

Chairman Kaupin stated the school logo is a decision of the Board of Education, not the Town Council.

He stated there will be an Enfield Police Explorers Family Night ceremony January 23<sup>rd</sup> at 7:00 p.m. at Enrico Fermi High School.

Chairman Kaupin stated on Tuesday, January 27<sup>th</sup> at 6:30 p.m. at the Thompsonville Village Center at 100 High Street there will be a Thompsonville Talk. He encouraged people to attend and give their opinions on the work being done in Thompsonville and what they'd like to see done in Thompsonville.

Chairman Kaupin stated at the last meeting Town staff took some criticism regarding communication as concerns a snowstorm. He noted the communication has been phenomenal over the past couple weeks, especially the communications coming out of Public Works.

### **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Coppler shared possible dates for public meetings concerning school security – January 28, January 29, February 4, February 5, February 11, February 12. He noted he will confirm some dates after talking to the School Superintendent.

Councilor Hall requested parochial schools be made aware of those dates.

Mr. Coppler stated the engineering staff informed him they received a quote for work to be done at 6 Sky Street, and it's anticipated the work will be done in the next couple weeks. Councilor Szewczak questioned whether it will be necessary to go to Inland/Wetlands regarding this work, and Mr. Coppler indicated he'd check into that.

Mr. Coppler stated they are working with their State Legislators regarding the train station project. He noted they're getting ready to go into the next scheduled legislative session, and they will request they put a proposal on the bond agenda which would fund the installation of the platforms for the train station.

As concerns the co-pay for ambulance service, Mr. Coppler stated there has been a Council consensus on doing a waiver for that co-pay, but they don't have an official Council action to actually grant the authority to do the waiver. He stated at the first meeting in February, there will be a resolution regarding this. He noted when the Council adopts that resolution, they can waive the co-pay. He went on to note that historically, the Town hasn't tried to collect the co-pay, but there have been residents who paid it. He stated when the Town has been made aware of this, reimbursements have been made.

Councilor Edgar questioned if people will be reimbursed if they paid the co-pay recently. Mr. Coppler responded that will be a decision for the Council to make.

Councilor Szewczak stated the same may hold true for people on Husky.

As concerns de-icing, Mr. Coppler stated a lot of decisions are made upon what the weather is. He referred to Sunday and noted they had full crews in up until 1:00 p.m. He noted the air temperature at 1:00 p.m. rose enough that they felt continuing any additional salting wouldn't be of any benefit. He stated they did keep at least one crew on board

after 1:00 p.m. He noted around 3:00 or 4:00 p.m. they received a report there were issues in the Hollow area, and that issue was addressed.

Councilor Mangini stated there was an accident on South Road in the morning. She noted there were icy conditions on Post Office Road, Bridge Lane and Raffia Road. She stated she didn't see any sand or salt, and she didn't see any trucks out.

Mr. Coppler stated he can have them account for every road that they drove. He added he was told there were crews on the roads.

Chairman Kaupin stated based on twitter, "Sunday morning, DPW crews will be treating main roads this morning in anticipation of icy conditions. The highway division is heading out to treat all roads due to anticipated freezing rain and ice." He read further what was tweeted that night, "DPW has just finished treating all roads for a third time today."

Councilor Arnone stated his understanding there will be new regulations about stormwater runoff and no sand and less salt is a good thing as well as vacuuming out stormwater basins. He requested the Town Manager find out what new things will be required by new regulations and how the Town will deal with these regulations in the future.

Mr. Coppler stated the Director of Public Works, Jonathan Bilmes, has been working very diligently in this area. He noted it will be an extra quarter million dollars in extra costs to comply with these regulations.

Councilor Hall questioned when the Board of Education will vote on their budget. Mr. Coppler responded he did not know, but they should find out soon.

Chairman Kaupin stated he received an email from Representative Alexander informing him that he and Senator Kissel are jointly submitting the legislation for the transit center. He noted Rep. Alexander was appointed to the Bonding Subcommittee on Finance, and he will work on his end within the subcommittee on the transit center.

## **TOWN ATTORNEY REPORT & COMMUNICATIONS**

Attorney Deneen referred to the Clean Water Act regulations and noted there's a big push back by CCM because of the cost to towns, and they're tweaking their original proposals to lessen some of the obligations.

He noted in the past the state was contracting with a private entity to open up a nursing home for ex-prisoners, and at that time they were saying they didn't have to go through local zoning, which resulted in the town having no control where such a facility was placed. He stated the Connecticut Supreme Court was very clear that they will not extend sovereign immunity to for-profit entities even if they're performing a state-wide function.

## **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

### **Enfield High School Renovation Building Committee**

Councilor Szewczak stated an oil tank was found on Enfield High School property, and it will be removed.

Councilor Deni questioned the issue of asbestos at Enfield High School and the status of a letter that was suppose to go home to parents concerning this issue. Councilor Cekala stated her understanding the State dictates when those letters go out.

Councilor Edgar stated his understanding that during construction at Enfield High School, they struck rock, and Councilor Szewczak stated they did hit rock and shale. She noted these are things that will happen. She stated there's close to a \$10 million dollar contingency fund.

Councilor Cekala stated there's a lot of contingency money because there will be surprises.

Addressing CCM matters, Councilor Mangini referred to the Clean Water regulations and noted Enfield is on top of things with street sweeping and cleaning catch basins. She noted the Governor's address is going to be postponed two weeks. She stated OPM is not returning phone calls to CCM, and this is an indicator that the state has some issues. She noted CCM talked about some advances that they'd like to make in this legislative session, i.e., property tax relief, ECS cost spending, technology, transportation and public safety.

## **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**MOTION #3010** by Councilor Deni, seconded by Councilor Cekala to remove Item #11 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3010** adopted 10-0-0.

**NOMINATION #3011** by Councilor Mangini to appoint William Hosley (R) to the River Valley CT Central Regional Tourism District for a term which expires 6/30/16.

**MOTION #3012** by Councilor Deni, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3012** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared William Hosely appointed to the River Valley CT Central Regional Tourism District by a 10-0-0 vote.

All other appointments remained tabled.

Items C & D remained tabled.

**MOTION #3013** by Councilor Stokes, seconded by Councilor Szewczak to remove Item E. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3013** adopted 10-0-0.

**RESOLUTION #3014** by Councilor Mangini, seconded by Councilor Stokes.

WHEREAS, the Town of Enfield has received a request from Joseph C. and Jacquelyn C. Bosco to make needed repairs to their home at 74 Town Farm Road, also known as Lot 4 on Assessor's Map 71; and

WHEREAS, these repairs will encroach into the undeveloped portion of the Neelans Road right-of-way, commonly known as "Old Neelans Road"; and

WHEREAS, to allow for these repairs to occur within the Town's right-of-way, the Town Council will have to grant a license to Joseph C. and Jacquelyn C. Bosco; and

WHEREAS, the Council must refer this proposed transaction to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute 8-24;

NOW, THEREFORE, BE IT RESOLVED, that the proposed license for work related to the above-mentioned repairs, which will encroach onto "Old Neelans Road", is referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute 8-24.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3014** adopted 9-0-1, with Councilor Bosco abstaining.

### **NEW BUSINESS**

There were no New Business items on the agenda.

## **ITEMS FOR DISCUSSION**

### **DISCUSSION: ENERGY PERFORMANCE CONTRACTING**

Present for this discussion were Assistant Town Manager, Derrik Kennedy, and Steven Weisman, Vice President of Peregrine Energy Group.

Mr. Weismann reviewed Enfield's municipal energy strategy as follows:

- Reduce energy use in operations wherever practical, while maintaining Town responsibilities and a comfortable workplace.
- Invest in more energy-efficient systems, equipment, and technology whenever cost-effective or if end-of-life equipment must be replaced.

He then reviewed Enfield's current energy profile:

- Enfield spent over \$4,000,000 for energy in 2013.
- Buildings account for 72% of this energy expense.
- Funds spent for energy were not available for other municipal needs.

Mr. Weismann stated Town and school buildings continue to age and deteriorate, and energy equipment in buildings is old and inefficient. He noted energy infrastructure is often beyond the designed service life, and comfort problems and repair costs are increasing. He stated energy performance of buildings (energy use per square foot) is well below what Peregrine sees in other like communities.

He reviewed a chart showing energy use in different town and school buildings.

Mr. Weismann stated Peregrine has identified nearly \$20,000,000 in energy projects that are necessary and worthwhile in Enfield buildings, and Enfield could elect to fund these through capital appropriations, however, capital funds are limited and demand is very competitive. He noted the Town Council does not want to increase taxes to raise additional funds, and annual appropriations will not provide timely relief for building needs. He pointed out that as an alternative, the Town is proposing to use an energy performance contract to complete these energy projects.

He explained the features of a performance contract as follows:

- It is a tool to reduce energy use/expenses and modernize energy infrastructure.
- Projects are self-funding: annual energy savings over the term of the contract pay capital costs for energy improvements.
- Specialized energy service companies or ESCO's do this work.
- EPC's guarantee that actual savings will equal or exceed estimated savings.
- This contract requires that ESCO reimburses the Town for annual savings shortfalls.

Mr. Weisman reviewed the financial benefits:

- Immediate cash flow improvement
- Additional savings after cost repaid
- Reduced maintenance & repair cost
- Control over price volatility
- Increased security
- Improved power quality
- Lower risk of catastrophic failure

He then reviewed services that ESCO's provide as follows:

- Energy assessments
- Investment grade audits
- Design engineering
- Equipment/sub-contractor procurement with transparency
- Construction oversight
- Commissioning of completed projects
- Training for Town staff in proper operation and maintenance
- Savings guarantees

Mr. Weisman spoke about EPC cash flows:

- Town arranges municipal lease then sets up escrow account.
- Town pays ESO out of escrow account as equipment is installed and fully commissioned.
- Lease payments begin at overall project completion, using energy savings retained in utility accounts (operating budget).
- Actual savings are confirmed annually by Town's Owner's Agent.
- ESCO reimburses Town for any shortfalls in actual annual energy savings vs. guaranteed savings at then current energy rates.

He reviewed risk mitigation with EPC's:

What happens if ESCO doesn't complete the job or work is sub-par?

- Contractor's bond is required.
- Successful commissioning is required before acceptance by the Town.

What happens if energy savings are not achieved?

- Owner's agent confirms guaranteed savings.
- ESCO must make up value of any annual shortfall.

What happens if energy prices fall, reducing the value of savings?

- Dropping energy prices increase savings in level-funded energy budgets.
- Additional savings can cover lease expense.

Mr. Weisman stated his belief the Town doesn't have a lot of exposure in these projects. Councilor Szewczak questioned how they balance the life expectancy of the equipment that's replaced. Mr. Weisman noted a lot of the infrastructure items will last longer, i.e., boilers.

Councilor Szewczak questioned whether this will all be leased equipment, and Mr. Weisman explained this is an energy services lease. He noted when the project is completed, the Town takes over operation and maintenance of the equipment. He stated he's suggesting a lease approach rather than a bond approach.

Councilor Arnone noted as every project gets completed, it has to be approved for the escrow account. He questioned who does that. Mr. Weisman stated typically his firm doesn't provide day-to-day oversight because it would be expensive to hire a person through Peregrine to do that kind of work. He noted some communities hire a part-time clerk to oversee the project. He stated in terms of the approval process, his firm generally looks at all the invoices and makes sure the equipment has actually been installed and operating properly. He noted there's a point in the project described as "substantial completion", and that's defined in the contract as when the project has been fully commissioned. He stated substantial completion also requires that all necessary Town staff is trained in operating the equipment, and it means the ESCO has provided the Town with all documentation, warranties, manuals, etc., and the Town is getting beneficial use out of the equipment.

Mr. Kennedy stated Honeywell was selected as the preferred vendor. He noted Honeywell did a full assessment on all the buildings and provided a list of all energy saving measures that the Town could potentially achieve. He stated going forward, the Town will be given a final investment grade energy audit. He stated his belief there should be a workshop with the Council regarding the financing of the projects. He noted it would then follow the typical timeline for a referendum. He stated there will be a lot more information going forward.

Councilor Cekala stated her belief they should have done Fermi High School because it could still be used as a school. She requested an example be provided as to the financing, cost, payment, when it will be paid, how long it will be paid and the term. Mr. Coppler stated they could bring forward information as to what's already been done at Henry Barnard School. Mr. Kennedy noted they saved \$26,000 in one year at Henry Barnard over what they guaranteed would be saved. He stated if it were the other way around, and they were short, they would have received a reimbursement check which would have gone into the operating budget.



## **MISCELLANEOUS**

**NOMINATION #3015** by Councilor Stokes to appoint Kierstan Pestana (U) to the Patriot Award Committee for a term which expires 7/31/15.

**MOTION #3016** by Councilor Mangini, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3016** adopted 9-0-0. Councilor Deni absent at the vote.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kierstan Pestana appointed to the Patriot Award Committee by a 9-0-0 vote.

**RESOLUTION #3017** by Councilor Mangini, seconded by Councilor Stokes.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|       |                               |                 |          |
|-------|-------------------------------|-----------------|----------|
| TO:   | Senior Center                 |                 |          |
|       | Athletic/Recreation Equipment | 22040440 573500 | \$10,000 |
| FROM: | Senior Center                 |                 |          |
|       | Misc. Contributions/Donations | 22044440 417050 | \$10,000 |

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of January 9, 2015.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3017** adopted 10-0-0.

**RESOLUTION #3018** by Councilor Mangini, seconded by Councilor Szewczak.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|     |                             |                 |          |
|-----|-----------------------------|-----------------|----------|
| TO: | Family Resource Center      |                 |          |
|     | Salaries                    | 22046098 511000 | \$15,000 |
|     | Other Professional Services | 22046098 533900 | \$20,000 |
|     | Postage                     | 22046098 553500 | \$ 500   |
|     | Printing & Reproduction     | 22046098 555000 | \$ 2,000 |
|     | Copying & Reproduction      | 22046098 555100 | \$ 1,000 |
|     | Instructional Supplies      | 22046098 561100 | \$12,500 |
|     | Office Supplies             | 22046098 561200 | \$ 1,000 |

|                      |                 |          |
|----------------------|-----------------|----------|
| Food/Food Related    | 22046098 563000 | \$ 500   |
| Furniture & Fixtures | 22046098 573300 | \$17,500 |
| Technology           | 22046098 573400 | \$ 3,000 |

FROM: Family Resource Center  
 LEGO Grant 22044470 460098 \$73,000

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of January 9, 2015.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3018** adopted 10-0-0.

**RESOLUTION #3019** by Councilor Hall, seconded by Councilor Mangini.

WHEREAS, in 2009 the Enfield Town Council adopted the Plan of Open Space and Farmland Preservation in Enfield providing an outline of an agricultural preservation strategy for the Town of Enfield; and

WHEREAS, the Enfield Plan of Conservation and Development adopted in 2011 recognizes farmland preservation as necessary to promote farmland viability and maintain the agricultural industry within the Town of Enfield; and

WHEREAS, the Enfield Town Council wishes to further the goals of the Plan of Open Space and Farmland Preservation in Enfield and the Enfield Plan of Conservation and Development by providing for a systematic approach to identify, prioritize, and preserve valuable farmland as a future resource; and

WHEREAS, the Enfield Town Council wishes to participate in the Connecticut Department of Agriculture's Community Farms Preservation Program as a means to accomplish the stated goal of preservation of farmland;

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby take the following steps related to Farmland Preservation:

1. Appoints the Enfield Conservation Commission to be the Agricultural Commission for the Town of Enfield; and
2. Directs the Agricultural Commission to develop an inventory of local farmland resources and provide for the prioritization of these resources using a criteria scoring or ranking system; and
3. Establishes a new fund, designated as the Enfield Farmland Preservation Fund, for the purposes of farmland preservation that shall be used for the acquisition of farmland or to secure the development rights of that farmland to preserve the agricultural character thereof; and

4. Directs the Town Manager to provide recommendations to the Council on capitalizing the Enfield Farmland Preservation Fund; and
5. Directs the Town Manager and the Agricultural Commission to take the necessary steps to become a prequalified community in the Connecticut Department of Agriculture's Community Farms Preservation Program; and

BE IT FURTHER RESOLVED, that the Enfield Council requests that the Agricultural Commission provide to the Council a status report on its activities no later than six months after the adoption of this resolution.

Councilor Szewczak stated she is very much in favor of this. She questioned what kind of staff support will be given to the Conservation Commission as they proceed through this. Mr. Coppler stated at this point, the Town doesn't have a lot of planning staff, therefore, it will mainly be coming out of his office.

Councilor Bosco stated he will recuse himself because he owns a parcel of property that may qualify.

Councilor Mangini questioned who authorizes this spending, and where is actual funding coming from. Mr. Coppler stated the spending will be authorized by the Town Council. He noted a decision will have to be made as to how this will be funded.

Councilor Mangini questioned whether grant monies are available, and Mr. Coppler stated the Town would have to contribute a share in order to get the grant money.

Councilor Arnone stated his understanding they could create a fund for donations, which could be used towards the match.

Chairman Kaupin stated Councilor Lee couldn't be present this evening but wanted it known that if he was here, he'd be supporting this. He noted Councilor Lee states this is the Town and Town Council making good on the goals made in 2009, and he expressed his appreciation to the Conservation Commission.

Chairman Kaupin voiced his support of this resolution.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3019** adopted 9-0-1, with Councilor Bosco abstaining.

### **PUBLIC COMMUNICATIONS**

There were no comments from the public.

## **COUNCILOR COMMUNICATIONS**

Councilor Bosco requested a report on the status of recycling. He questioned the possibility of recycling pick-ups on a weekly basis. Mr. Coppler stated Enfield's recycling has leveled off over the last couple years. He noted a weekly pick-up would require more staff and trucks. He added he could provide more information at budget time.

Councilor Hall stated Dan Squires, an SSO officer at Enfield Street School, is doing a fundraiser at Mt. Carmel on February 7<sup>th</sup> from 7:00 p.m. to 10:00 p.m. Tickets are \$15.00, and for tickets, call Dan Squires at 860-214-9408. She explained this is to raise funds for a robot for the autistic students in that school. She noted Mr. Squires is hoping to raise \$2,500. She noted the fundraiser will include a D.J. and dance with raffles.

Councilor Szewczak agreed with Councilor Bosco, and she believes they need to look at recycling.

## **ADJOURNMENT**

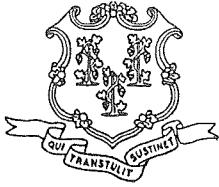
**MOTION #3020** by Councilor Stokes, seconded by Councilor Hall to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3020** adopted 10-0-0, and the meeting stood adjourned at 9:40 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council



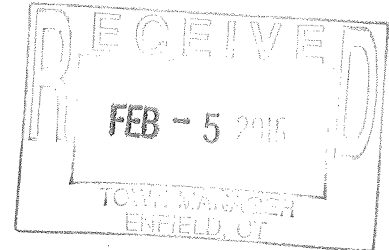
STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone:  
(860) 594-3189

February 2, 2015



Mr. Matthew W. Coppler  
Town Manager  
Town of Enfield  
820 Enfield Street  
Enfield, Connecticut 06082

Dear Mr. Coppler:

Subject: Project No. L048-0001  
Freshwater Boulevard Pavement Rehabilitation  
Town of Enfield  
Commitment to Fund  
Local Transportation Capital Improvement Program (LOTICIP)

The Department of Transportation (Department) has received the revised LOTICIP application prepared by the Town of Enfield (Municipality) and submitted through the Capitol Region Council of Governments (RPO) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

|                                     |                  |
|-------------------------------------|------------------|
| Contract items:                     | \$ 955,000       |
| Contingencies:                      | \$ 95,500        |
| <u>Incidentals to Construction:</u> | <u>\$ 95,500</u> |
| Total Funding Commitment:           | \$ 1,146,000     |

This commitment is subject to general conditions including, but not limited to the following:

1. The project is to be administered by the Municipality, in accordance with the *Local Transportation Capital Improvement Program Guidelines* dated November 2013, as may be revised. The guidelines are available on the Department's web page at [www.ct.gov/dot](http://www.ct.gov/dot) under Highways and Bridges/Division of Highway Design/Local Roads.

2. The project costs identified in this Commitment to Fund are based on estimates provided by the Municipality and are endorsed by the RPO. These costs are to be considered capped until adjustment based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or 20% changes in cost identified during the design phase must be approved by the RPO and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the RPO, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality is responsible for the acquisition of all environmental permits that may be required for this project.
2. This project will require that work be performed within State-owned right of way in the vicinity of Elm Street (Route 220). As such, an encroachment permit will be required. It is imperative that the design of the improvements proposed under this project be coordinated with the Department during the design phase to ensure conformance with applicable requirements relative to proposed work within State-owned right of way or otherwise affecting State-owned facilities. All matters relative to the encroachment permit process for this project are to be coordinated through the following Department contact:

Mr. John S. DeCastro  
Transportation Maintenance Manager  
(860) 594-2614  
[John.Decastro@ct.gov](mailto:John.Decastro@ct.gov)

Please be informed that in accordance with the LOTCIP guidelines, the Department will initiate a Permit Need Determination and an Environmental Screening Review for this project to assist the Municipality in identifying items relative to environmental permitting, natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The screening is expected to be completed within approximately 30 days and the results will be forwarded to the Municipality and the RPO when received.

If the Municipality accepts this Commitment to Fund, the municipal Chief Administrative Officer must sign below and return a copy of this letter to this office within 30 days. Transmission via e-mail is acceptable.

Mr. Matthew W. Coppler

- 3 -

February 2, 2015

Should you have any questions, please contact Mr. William Grant at (860) 594-3229 or by e-mail at [William.E.Grant@ct.gov](mailto:William.E.Grant@ct.gov).

Very truly yours,



Timothy M. Wilson, P.E.  
Manager of Highway Design  
Bureau of Engineering and Construction

cc: Mr. John Cabibbo, P.E., Assistant Town Engineer, Enfield  
Mr. Lyle Wray, Executive Director, Capitol Region Council of Governments

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

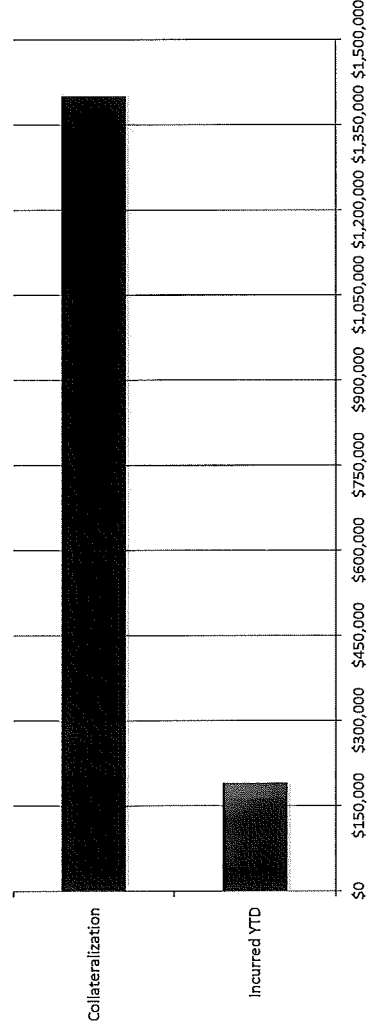
Title: \_\_\_\_\_

## FY 2015 YTD Departmental Claims

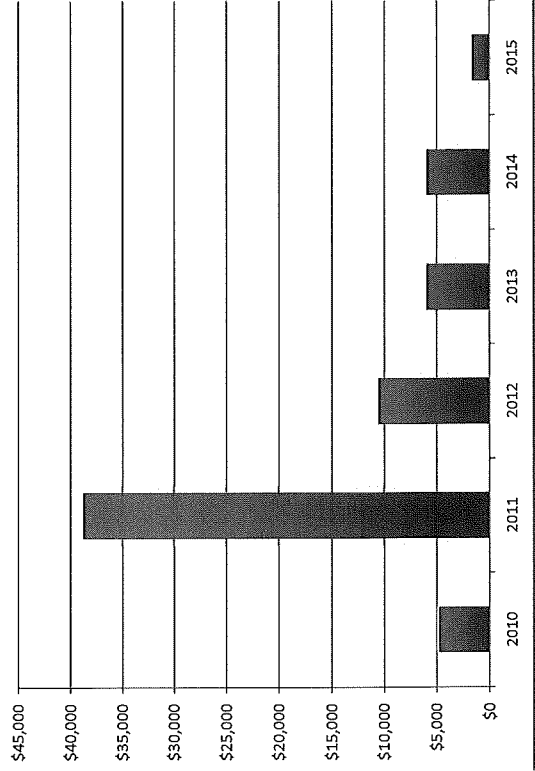
|  | Claims | Total Incurred Severity |
|--|--------|-------------------------|
| DEPARTMENT PROTECTION OF LIFE & PROPERTY | 22     | \$59,576                |
| Police                                   | 22     | \$2,708                 |
| EMS                                      | 5      | \$47,192                |
| PUBLIC WORKS                             | 7      | \$9,179                 |
| Administration                           | 7      | \$1,311                 |
| Building and Grounds                     | 7      | \$2,865                 |
| Custodial                                | 2      | \$206                   |
| Fleet                                    | 1      | \$582                   |
| Highway                                  | 1      | \$374                   |
| Refuse                                   | 3      | \$0                     |
| WPCA                                     | 3      | \$0                     |
| SOCIAL SERVICES                          | 4      | \$543                   |
| Administration                           | 4      | \$136                   |
| Adult Day Care                           | 2      | \$15,384                |
| Child Development Center                 | 1      | \$0                     |
| Family Resource Center                   | 1      | \$588                   |
| Transportation                           | 2      | \$737                   |
| BOARD OF EDUCATION                       | 50     | \$53,069                |
| DEVELOPMENT SERVICES                     | 1      | \$0                     |
| Administration                           | 1      | \$0                     |
| Building Inspection                      | 1      | \$0                     |
| Total                                    | 113    | 190,295                 |
|  |        | \$1.684                 |

# Workers' Compensation Dashboard

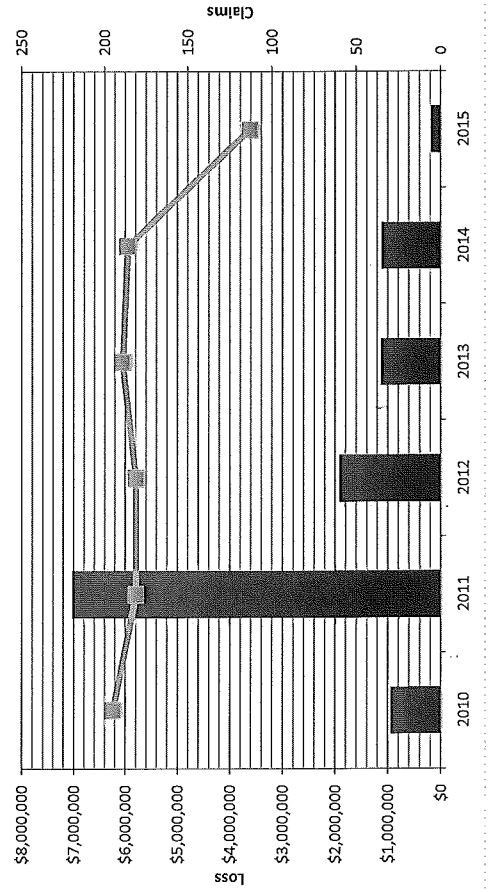
FY2015 YTD Loss vs Collateralization



Severity



Historic Loss and Claims Filed







# TOWN OF ENFIELD

February 3, 2015

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject:** Request for Transfer of Funds for Legal Expenses

Councilors:

**Highlights:**

With your approval, the firm of Shipman & Goodwin has been retained to represent the Police Department in matters relating to the disciplinary actions implemented for several police officers. We are now requesting a transfer of funds from the Contingency Account to our Legal account to pay for these services.

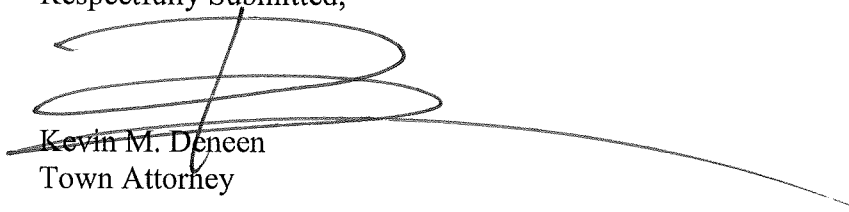
**Budget Impact:**

No significant impact is anticipated.

**Recommendation:**

It is recommended that the transfer be approved.

Respectfully Submitted,



Kevin M. Deneen  
Town Attorney

**Attachments:**

1. Resolution.

K: Office/Transfer of Funds/Council Approval/Resolution Cover Letters/021715 Town Atty Req for Trans Cover Legal

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**TO:        1300 Town Attorney**

|              |                        |                     |
|--------------|------------------------|---------------------|
| <b>Legal</b> | <b>10130000-533200</b> | <b>\$ 21,000.00</b> |
|--------------|------------------------|---------------------|

**FROM:    Contingency**

|                    |                        |                     |
|--------------------|------------------------|---------------------|
| <b>Contingency</b> | <b>10800092-584000</b> | <b>\$ 21,000.00</b> |
|--------------------|------------------------|---------------------|

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of February 4, 2015

  
A. Lynn Nenni, Director of Finance

**APPROVED BY:**  **Town Manager**

**Date:** 02/12/2015



# TOWN OF ENFIELD

February 13, 2015

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Public Safety Overtime \$208,000**

Councilors:

**Highlights:**

- Appropriates \$208,000 for anticipated Police Services overtime shortfall
- Transfers \$47,900 from within the Police Services cost center and \$160,100 from General Fund Balance
- Keeps the overall expenditure within line of previous year's expenditures

As is typical this time of the year, the attached transfer resolution will provide needed funding in the overtime account for the Police Department. Due to the budgeting methodology, it is generally understood there will be a need for additional funding towards the end of the fiscal. This year it came a little earlier due to three major factors:

1. Computer Aided Dispatch development, implementation, and training
2. Investigatory work related to a number of major crimes
3. The wage increases given to officers as part of the collective bargaining agreement that were not known at the time the budget was adopted

The following table reflects the amounts budgeted by Council for the Police Department for each year and the final amount that was spent in that fiscal year:

|                | 2015    | 2014    | 2013    | 2012     | 2011    | 2010      |
|----------------|---------|---------|---------|----------|---------|-----------|
| Adopted Budget | 480,000 | 480,000 | 480,000 | 812,000  | 862,000 | 700,000   |
| Actual         | 647,325 | 676,805 | 671,319 | 607,412  | 905,934 | 1,000,696 |
| In Budget +/-  | 167,325 | 196,805 | 191,319 | -204,588 | 43,934  | 300,696   |
| •              | •       | •       | •       | •        | •       | •         |

As you can see, in 4 of the 5 previous years, supplemental funding was required to meet the overtime requirements of the Police Department. It should be noted that in FY 2013, a shift in accounting practices moved the outside job payments from the Police Budget to an internal service fund that books in the revenue and expenditures. So fiscal years 2010 through 2012 numbers are higher in relation to fiscal years 2013 through 2014 for this reason.

Presently, the Department within this cost center is incurring overtime at a rate of \$13,810 per week. Over the last two years the Department has averaged approximately \$12,963 per week. Again, this variance from previous year can be explained by the three factors listed above. At this rate, and with 19 payrolls left in this fiscal year, it could be expected that the total funding for this line item to the end of

this year would require an additional \$262,390. Again, this assumes we would spend at the same rate as the previous 33 weeks.

Because of an over budgeting in the life insurance account, we will be able to move \$47,900 into the overtime account, requiring an additional appropriation of \$160,100 from the General Fund Undesignated Fund Balance.

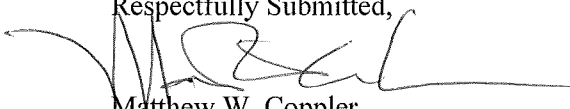
**Budget Impact:**

This transfer will cover anticipated shortfalls in the Police Services overtime account by moving \$47,900 from available funds in the life insurance line item and appropriating an additional \$160,100 from the General Fund Undesignated Fund balance.

**Recommendation:**

It is recommended that Council adopt the attached transfer to provide needed funding for Police Services Overtime.

Respectfully Submitted,



Matthew W. Coppler  
Town Manager

**Attachments:**

1. Resolution
2. Supporting documentation

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**TO: Police Services**

Overtime 10200500- 514000 \$208,000

**FROM: Police Services**

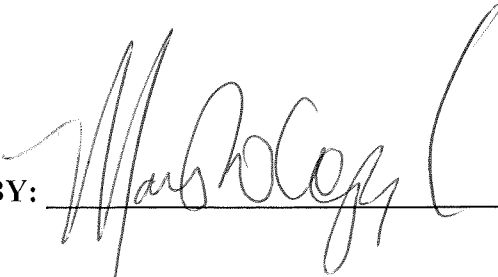
Life Insurance 10200500-521500 \$ 47,900

**FROM: General Fund**

Appropriated Fund Balance 1004000- 499000 \$160,100

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of February 3, 2015.

A. Lynn Nenni, Director of Finance  2/13/2015

APPROVED BY:  Town Manager

Date: 2/13/2015



# TOWN OF ENFIELD

February 3, 2015

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**RE: Documents supporting Council Transfer Request**

1. Anticipated overtime for investigation of major crimes

Total will be approximately \$23,000.00

2. Attached is a printout detailing where the department has spent overtime funds in FY 2014/2015. Part of this transfer request is to fund weekly overtime for February-March. The weekly total will vary depending on activity, training, occurrence of any major crimes etc. A weekly average of \$17,000.00 was used for this portion of the transfer request.

Total will be approximately \$170,000.00

3. In addition to the anticipated weekly overtime expenditure, there will be required training in the new CAD/RMS which will include two days of instruction for each officer. The department will work to minimize costs however it is anticipated that certain shifts will entail overtime.

Total will be approximately \$15,000.00

Sincerely,

Gary Collins  
Deputy Chief of Police

CC. Chief Carl Sferrazza

Report Dates: 7/1/2014 to 1/26/2015

| RCode           | Reason                    | Hours           | Cost   |
|-----------------|---------------------------|-----------------|--|
| <b>10200500</b> | <b>POLICE SERVICES</b>    |                 |  |
|                 | HOLIDAY PAY PER CBA       | 1,882.00        | \$62,423.43  |
| 1002            | ACCREDITATION             | 9.50            | \$562.09   |
| 1007            | METRO                     | 42.50           | \$2,288.20   |
| 1012            | MEETINGS                  | 56.25           | \$2,957.45   |
| 1013            | COURT INVESTIGATION       | 35.50           | \$1,615.97   |
| 1014            | DATAFORCE                 | 23.50           | \$1,242.36   |
| 1017            | DUI ROVING                | 8.25            | \$540.10   |
| 1018            | DUI SPOT-CHECK            | 7.25            | \$385.90   |
| 1023            | FIELD TRAINING OFFICER    | 505.50          | \$26,553.94  |
| 1029            | ORAL BOARD                | 2.50            | \$133.25   |
| 1030            | PATROL SHIFT              | 1,476.00        | \$74,463.27  |
| 1031            | PHYSICAL                  | 0.75            | \$34.17  |
| 1034            | REPAIRS                   | 24.50           | \$1,365.72   |
| 1039            | SCHOOL                    | 14.25           | \$758.58   |
| 1040            | SHIFT SHORTAGE            | 1,440.00        | \$72,654.35  |
| 1043            | SPECIAL ENFORCEMENT       | 118.75          | \$5,958.78   |
| 1044            | SPECIAL EVENTS            | 116.00          | \$5,881.01   |
| 1045            | STAFF MEETINGS            | 47.50           | \$2,820.96   |
| 1048            | WEATHER RELATED           | 10.25           | \$485.43   |
| 1049            | TICKET IT                 | 59.50           | \$3,252.53   |
| 1050            | SUPERVISOR SHORTAGE       | 506.75          | \$29,346.93  |
| 1065            | OTHER                     | 66.50           | \$3,598.61   |
| 146             | CREST CALL BACK           | 38.50           | \$1,466.67   |
| 148             | K-9 CALL OUT              | 29.50           | \$1,553.18   |
| 150             | BACKGROUND INVESTIGATIONS | 12.75           | \$754.16   |
| 151             | ACADEMY TEACHING          | 26.00           | \$1,413.48   |
| 152             | PD SYSTEM ISSUES          | 12.00           | \$634.40   |
| 153             | MAJOR CRIME               | 786.50          | \$42,217.83  |
|                 |                           |                 | HELL'S ANGELS, ARSON,<br>ARSON PATROL, ARSON SURVEILLANCE, ROUND-UP,<br>S RIVER FIRE, HOMICIDE- TORRES |
| 155             | SCHOOL SECURITY           | 201.20          | \$10,633.21  |
| 156             | TVILLE                    | 291.25          | \$14,540.11  |
| 157             | SEARCH WARRANT            | 95.50           | \$5,280.10   |
| 158             | ECN                       | 9.75            | \$513.34   |
| 165             | BACK TO BACK              | 8.00            | \$271.34   |
| 166             | BIKE PATROL               | 136.00          | \$7,505.73   |
| 167             | BIKE PATROL TVILLE        | 28.00           | \$1,564.21   |
| 168             | SRO                       | 4.00            | \$212.76   |
| 169             | M/C RUN                   | 26.00           | \$1,385.85   |
| 171             | T'VILLE SWARM             | 16.75           | \$914.71   |
| 172             | HOSP. PRISONER            | 101.00          | \$5,372.21   |
| 173             | SUPERVISOR ALLOWANCE      | 76.75           | \$4,699.12   |
| ADMK            | ADMINISTRATIVE WORK       | 208.25          | \$12,813.84  |
| EQUI            | EQUIPMENT REPAIR          | 11.00           | \$581.53   |
| TRAI            | TRAINING                  | 362.75          | \$19,792.12  |
|                 |                           | <b>8,954.45</b> | <b>\$434,992.68</b>  |



## TOWN OF ENFIELD

February 3, 2015

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Public Safety Thompsonville Overtime  
\$110,000.00**

Councilors:

**Highlights:**

- Overtime funds are requested for Thompsonville walking overtime February-June


**Budget Impact:**

Council had set up a separate account to fund walking patrols in the Thompsonville section. As such, there will be an impact on the budget as no transfers are available from the operational budget to fund this account.

**Recommendation:**

It is respectfully requested the Council approve the attached resolution.

Respectfully Submitted,

  
Gary Collins  
Deputy Chief of Police

**Attachments:**

1. Resolution



## RESOLUTION NO. \_\_\_\_\_

**TO: Thompsonville Revitalization**

|                 |                 |              |
|-----------------|-----------------|--------------|
| <b>Overtime</b> | 10606155-514000 | \$110,000.00 |
|-----------------|-----------------|--------------|

**FROM: General Fund**

|                                  |                 |              |
|----------------------------------|-----------------|--------------|
| <b>Appropriated Fund Balance</b> | 1004000- 499000 | \$110,000.00 |
|----------------------------------|-----------------|--------------|

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of February 3, 2015.

*A. Lynn Nenni* 2/4/2015  
A. Lynn Nenni, Director of Finance

**APPROVED BY:**

## Town Manager

**Date:**

**Date:** 02/12/2018



# TOWN OF ENFIELD

January 30, 2015

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Planning Consultant and Transcription Services \$20,000**

Councilors:

**Highlights:**

- In September 2014, the Town contracted with Planning Consultant John Pagini to provide planning services to assist the Town with planning applications when Assistant Town Planner Rachel Blatt resigned
- Transcription Plus was used for interim between Recording Secretaries to complete minutes for our Planning & Zoning Commission

We are requesting a transfer from Planning Salaries line item to Other Professional Services to pay for the Planning Consultant services costs to keep applications moving through the approval process and for Transcription Plus which are necessary.

**Budget Impact:**

There is no budget impact.

**Recommendation:**

It is recommended that Council adopt the attached Resolution.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter Bryanton", is written over a horizontal line.

Peter Bryanton  
Interim Director of Planning

**Attachments:**

1. Request for Transfer of Funds

***ENFIELD TOWN COUNCIL***  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**TO:       Planning Dept**

Other Professional Service   10606100- 533000               \$20,000

**FROM:   Planning Dept**

Salaries                               10606100-511000               \$ 20,000

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of February 4, 2015.

 2/4/2015  
**A. Lynn Nenni, Director of Finance**

**APPROVED BY:**



**Town Manager**

**Date:** 02/12/2015



February 6, 2015

## TOWN OF ENFIELD

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing the Town Manager to Execute "Bundle Billing" Agreements with the Town of Somers, the Suffield Volunteer Ambulance Association, Inc., and the East Windsor Ambulance Association, Inc. for Ambulance Related Services**

Councilors:

**Highlights:**

- Enfield EMS Provided 211 Mutual Aid Responses CY 2014.
- Approximately ½ were for Paramedic Intercept.
- Unless we have a Bundle Billing agreement in place Enfield EMS cannot bill for services provided.

By entering into an agreement with the surrounding communities that most often request "a Paramedic Only" or Paramedic Intercept the Town of Enfield will be able to recoup some of the expense in providing this level of care. Currently, we can only charge when Enfield EMS provides the actual transport of the patient. A bundle billing agreement allows the transporting agency (Suffield, Somers, and East Windsor) to bill at the paramedic level on our behalf (they are the transporting agency) and in turn they will provide the Town of Enfield the difference between the Basic Life Support Transport and the Advanced Life Support (ALS 1 or ALS 2) Care as allowed by Centers for Medicare and Medicaid Services (CMS). While the full expense to provide Paramedic Intercept will not be captured, an offset to the cost would be welcomed.

**Budget Impact:**

Positive Budget Impact; it is anticipated that a bundle billing agreement will recoup \$7,000.00 to \$10,000.00. (100 paramedic intercepts x \$75.00 – \$100.00 per call)

**Recommendation:**

It is recommended that Council approve the attached resolution.

Respectfully Submitted,

Gary Wiemokly  
EMS Chief

**Attachments:**

1. Resolution
2. Agreement

# ENFIELD TOWN COUNCIL

RESOLUTION NO. \_\_\_\_\_

**Resolution Authorizing the Town Manager to Execute “Bundle Billing” Agreements with the Town of Somers, the Suffield Volunteer Ambulance Association, Inc., and the East Windsor Ambulance Association, Inc. for Ambulance Related Services**

**WHEREAS**, the Town of Enfield, acting through its Emergency Services Division, will provide Paramedic Intercept Services on an occasional basis to the residents and visitors of the Towns of East Windsor, Somers and Suffield; and

**WHEREAS**, Medicare and Medicare HMO guidelines set forth certain billing requirements; and

**WHEREAS**, in order to comply with these requirements, the Town of Enfield will enter into “bundle billing” agreements with the following entities:

the Town of Somers;

the Suffield Volunteer Ambulance Association, Inc.; and

the East Windsor Ambulance Association, Inc.

**THEREFORE, BE IT RESOLVED**, that the Town Manager, Matthew W. Coppler is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Town of Somers, the Suffield Volunteer Ambulance Association, Inc., and the East Windsor Ambulance Association, Inc. for ambulance related services.

Prepared by: Town Manager’s Office  
February 6, 2015

Agreement By and Between

Town of Enfield

And

\_\_\_\_\_.

WHEREAS, \_\_\_\_\_ is the basic life and advanced life support and ambulance transportation primary service area responder for the Town of \_\_\_\_\_;

WHEREAS, Town of Enfield, a municipal corporation organized pursuant to the laws of the State of Connecticut acting through its Emergency Medical Services Division (TOE-EMS) has agreed to provide paramedic intercept services (ALS-P), on an occasional basis, to the residents and visitors of \_\_\_\_\_ in cooperation with \_\_\_\_\_; and

WHEREAS, Medicare and Medicare HMO's only reimburse providers for ALS-P when billed as a part of a medically necessary transportation service charge.

NOW, THEREFORE, the Parties hereto agree as follows:

1. If TOE-EMS provides ALS-P procedures and/or therapies in cooperation with \_\_\_\_\_, the paramedic employee of TOE-EMS shall accompany the patient and provide appropriate care to the patient until the patient is delivered to the acute care facility and patient care responsibilities are transferred to hospital personnel. The parties agree that the \_\_\_\_\_ ambulance crew will transport the patient and provide necessary assistance.
2. TOE-EMS will provide documentation to \_\_\_\_\_ of its legal authority to provide advanced life support. Such documentation shall be in the form of a copy of the license or certificate issued by the State Department of Public Health Office of Emergency Medical Services (CT DPH/OEMS). It is the responsibility of the TOE-EMS to provide the \_\_\_\_\_ yearly with a copy of both the license/certificate issued by CT DPH/OEMS.
3. TOE-EMS represents that the billing procedures set forth in the agreement are lawful and agrees to hold \_\_\_\_\_ and its members harmless, indemnify it/them and provide it/them with a defense in the event that any claim is made that said billing procedures are not lawful. TOE-EMS agrees to indemnify \_\_\_\_\_ and its members against all claims arising out of negligence in the delivery of patient care provided by TOE-EMS.
4. TOE-EMS will provide \_\_\_\_\_ with a monthly invoice which shall include the following:
  - a. An itemized list of all relevant ALS-P provided by TOE-EMS in cooperation with \_\_\_\_\_;
  - b. The location, date, and time of each such ALS-P provided;
  - c. A copy of the TOE-EMS patient care report; and
  - d. A brief description of ALS-P provided.

All requests for payment shall be submitted to the \_\_\_\_ within thirty (30) –days of the date of service for which ALS-P was provided by the TOE-EMS.

5. TOE-EMS authorizes \_\_\_\_ to issue an invoice for services rendered at the applicable ALS-1 or ASL-2 level which is not to exceed the yearly fee schedule established by the Centers for Medicare and Medicaid Services (CSM). Furthermore, TOE-EMS agrees that it will not submit a separate statement of services rendered to the patient or the patient's agent or insurer for the services rendered if such an invoice is issued by \_\_\_\_ and that \_\_\_\_ or its agent will be the only party to pursue collection efforts on any such invoices that become delinquent.
6. The TOE-EMS agrees to provide \_\_\_\_ with necessary information and documentation to apply to Medicare for authorization as may be required to properly request payment for Advanced Life Support Services. Any authorizations obtained shall be in the name of and for the \_\_\_\_.
7. The TOE-EMS authorizes \_\_\_\_ to arrange for billing and distribution of all funds recovered for rendition of Advanced Life Support services as called for in this Memorandum of Agreement on its behalf.
8. \_\_\_\_ shall remit to the TOE-EMS the difference between the applicable ALS-1 or ALS-2 rates and the BLS rate as set forth yearly by CMS within thirty (30) –days of receipt of an approved and validated invoice from the TOE-EMS with its supporting documentation as outlined in Section 4. Any mid-year or yearly adjustments will be made as needed, to accommodate any federal reductions/additions in the rate of reimbursement, and communicated to TOE-EMS by the \_\_\_\_ as soon as they are made available by CSM. All invoices from the TOE-EMS must reflect this differential rate of reimbursement as the total amount due.
9. This Agreement shall run for a period of one (1) year from the date of execution, unless terminated as provided herein. At the time of expiration, if there is no notice of intent for non-renewal by either party and no new agreement is entered into, this agreement shall remain in effect.
10. Unless otherwise provided in paragraph 14 herein, it is agreed that the TOE-EMS will not assign or transfer this Agreement, nor any interest in this Agreement, without the prior written consent of \_\_\_\_.
11. If any term or provision of this Agreement is declared invalid for any reason, such declaration of invalidity shall not affect the other provisions or terms, or portions thereof, which shall be valid.
12. It is mutually understood and agreed that this Agreement shall be governed by the laws of the State of Connecticut, both as to interpretation and performance.
13. Any notice to a party hereto pursuant to this Agreement will be given by certified or registered mail, addressed as follows, or at such other address for a party as shall be specified in writing pursuant hereto:

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Town of Enfield - EMS  
1296 Enfield Street  
Enfield, CT 06082

14. This Agreement constitutes the sole and entire understanding between the parties relating to the subject matter hereof, and supersedes all prior understandings, agreements, and documentation relating to the subject hereof. This Agreement may be amended only by written instrument executed by the authorized representatives of both parties.

15. This Agreement may be terminated by either party at any time for any reason by given written notice of sixty (60) days to the other party. The provisions of Paragraphs 4, 5, and 6 shall survive the termination of the Agreement with respect to calls performed during the contract period.

This Agreement shall become effective on this \_\_\_\_\_.

\_\_\_\_\_

Town of Enfield

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Matthew W. Coppler

Title: \_\_\_\_\_

Title: Town Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_





# TOWN OF ENFIELD

February 2, 2015

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing the Town Manager to Enter Into Agreement with the State of Connecticut Board of Regents for Higher Education**

Councilors:

**Background:**

- The Department of Social Service would like to enter into an agreement with the State of Connecticut Board of Regents for Higher Education to provide bus transportation to enrolled students of Asnuntuck Community College.
- The College would pay the Town \$5,000 for student ridership for the academic year 2014-2015
- A total of 3,920 rides were provided for Asnuntuck Community College students during 2014.
- Student self pay revenue for these rides are estimated to be approximately \$4,000.
- Magic Carpet costs are fully paid for through state and federal funding.
- This agreement will make education more accessible to the students of Asnuntuck Community College and will promote the ridership of the new Magic Carpet fixed route bus service.

**Budget Impact:**

This agreement would increase the revenue for the fixed route bus program and there will be no additional costs to the Town of Enfield. All program expenses for the Magic Carpet fixed route bus are covered through client fees, and the contract with the State of Connecticut Department of Transportation.

**Recommendation:**

That the Town Council approve the agreement with the State of Connecticut Board of Regents for Higher Education to provide bus transportation services to enrolled students of Asnuntuck Community College.

Respectfully Submitted,

Pamela Brown  
Director of Social Services

**Attachments:**

1. Resolution

ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_

**Resolution Authorizing the Town Manager to Enter Into Agreement with State of  
Connecticut Board of Regents for Higher Education**

**RESOLVED**, that the Town Manager, Matthew W. Coppler is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the State of Connecticut Board of Regents for Higher Education for Asnuntuck Community College to provide fixed route bus services to enrolled students.

Prepared by: Pamela Brown, Director of Social Services  
January 23, 2015



# TOWN OF ENFIELD

January 16, 2015

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing the Waiving of Co-Pay for Ambulance Bills for  
Recipients of Medicare that are Bona Fide Residents of the Town of Enfield**

Councilors:

**Highlights:**

- Town of Enfield provides partial funding for the Emergency Medical Services from the General Fund that in FY 2015 is in the amount of \$830,738
- Centers for Medicare and Medicaid Services (CMS) allow for waiver of co-pays for Medicare recipients if the municipality owns the services and contributes money toward the ambulance service.
- CMS requires that this waiver of co-pay be for only Bona Fide residents of the municipality

**Budget Impact**

In 2014, Enfield EMS provided service to 1,855 Medicare recipients. On an average the co-pay for these services is \$150.00 representing about \$278,250.00 in revenue.

**Recommendation**

It is recommended that Council adopt the attached Resolution to authorize the waiver of co-pay for services to Bona Fide residents of the Town of Enfield that are Medicare recipients.

Respectfully Submitted,

Matthew W. Coppler  
Town Manager

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**RESOLUTION # \_\_\_\_\_**

**Resolution Authorizing the Waiving of Co-Pay for Ambulance Bills for Recipients of Medicare who are Bona Fide Residents of the Town of Enfield**

**WHEREAS**, the Town of Enfield (Town) operates an emergency medical service that transports patients to area hospitals; and

**WHEREAS**, the Town bills those patients it transports for these services to pay in part the cost of providing the total services of Enfield Emergency Medical Services; and

**WHEREAS**, the Town provides funding from the Town's General Fund to pay in part the cost of providing the total services of Enfield Emergency Medical Services, with the Fiscal Year 2015 contribution being \$830,738; and

**WHEREAS**, the Enfield Town Council (Council) desires to waive the co-pay of bona fide residents of the Town of Enfield who are recipients of Medicare for services rendered through the Enfield Emergency Medical Services Division; and

**WHEREAS**, Centers for Medicare and Medicaid Services (CMS) Carrier Manual Section 2309.4 provides: a [State or local government] facility which reduces or waives its charges for patients unable to pay, or charges patients only to the extent of their Medicare and other health insurance coverage, is not viewed as furnishing free services and may therefore receive program payment; and

**WHEREAS**, CMS has confirmed that this provision would apply to a State or municipal ambulance company that is a Medicare Part B supplier:

**NOW, THEREFORE, BE IT RESOLVED**, that the Enfield Town Council does authorize waiver of the co-pay limited to bona fide residents of the Town of Enfield who are recipients of Medicare for services rendered through the Enfield Emergency Medical Services Division

Date Prepared: January 28, 2015  
Prepared by: Town Manager's Office

# ***Town Of Enfield***

*Office of the Town Manager*

## **TOWN OF ENFIELD HUMAN SERVICES ADVISORY COMMISSION**

### **MISSION STATEMENT**

The mission of the Town of Enfield Human Services Advisory Commission is to conduct a comprehensive review of all non-profit, social services-oriented agencies that are subsidized by the Town of Enfield in the form of either financial appropriation, in-kind contribution, or both.

The objectives necessary to accomplish this mission are:

1. Develop and recommend to the Enfield Town Council a system of standard reporting measures to be utilized by all non-profit, social services-oriented agencies that are subsidized by the Town of Enfield.
2. Conduct a comprehensive review of the services provided by the Town of Enfield Department of Social Services.
3. Identify and develop processes relevant to the delivery of social services for Enfield residents which may increase both fiscal and operating efficiencies without compromising effectiveness.
4. Submit recommendations to the Enfield Town Council based on the Commission's findings in accomplishing objectives 1, 2, and 3.

Date Adopted: December 12, 1996

BY

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**WHEREAS,** the Enfield Town Council adopted Resolution No. 2520 on April 15, 1996, which authorized the creation of a Human Services Advisory Commission to:

1. Consist of ~~seven members~~ appointed by the Mayor and who are subject to Town Council approval, including two Councilors not of the same political party
2. Review and monitoring human service agencies and programs financially supported by the Town.
3. Submit recommendations to the Town Council relevant to human service activities in Enfield.
4. Be disbanded on June 1, 1997, and

**WHEREAS,** on June 2, 1997 the Town Council adopted Resolution No. 3052, which authorized a one-year extension of the Human Services Advisory Commission to June 30, 1998 in order to facilitate Commission efforts to monitor human service activities in Enfield, and

**WHEREAS,** at their meeting of June 16, 1998 the Human Services Advisory Commission determined:

1. Their original mission to review and monitor Town-subsidized human service agencies and programs had been substantially fulfilled.
2. The need still existed for some level of citizen participation in human service activities, though not to the same extent as exercised by the original Commission.

And subsequently the Commission voted at this session to:

1. Recommended the Town Council authorize continuance of the Enfield Human Services Advisory Commission.
2. Recommend ~~future Commission's meet as needed to~~ advise the Council, the Town Manager, and Director of Social Services on human service issues.

**NOW, THEREFORE, BE IT RESOLVED** that the Enfield Town Council does hereby authorize the Human Services Advisory Commission to remain intact, and to meet as warranted in order to advise the Town Council and Staff on human service issues, and

**BE IT FURTHER RESOLVED** that the Human Services Advisory Commission will continue to function in this manner until determined otherwise by the Town Council.

Date Prepared: June 23, 1998

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. 3052**

**WHEREAS,** the Enfield Town Council adopted Resolution #2520 on April 15, 1996 which authorized the creation of a Human Services Advisory Commission for the purpose of "reviewing and monitoring human service agencies and programs which are supported financially by the Town, or provided directly by the Town" and

**WHEREAS,** the Human Services Advisory Commission was to consist of seven members appointed by the Mayor, subject to Town Council approval, including two Councilors who do not belong to the same political party; and

**WHEREAS,** the Human Services Advisory Commission members were appointed to terms of office which expire on June 1, 1997; and

**WHEREAS,** at a joint meeting of the Enfield Town Council and the Human Services Advisory Commission on April 23, 1997 it was determined the review of human services agencies and programs supported financially or provided directly by the Town needs to be continued beyond the original deadline of June 1, 1997.

**NOW, THEREFORE, BE IT RESOLVED,** that the Enfield Town Council does hereby authorize the Human Services Advisory Commission to continue its activities until June 30, 1998 with the requirement the Commission submit a follow-up report to Council no later than June 1, 1998; and

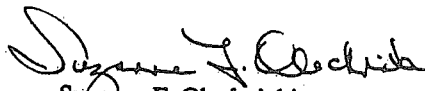
**BE IT FURTHER RESOLVED** that the terms of office for those members wishing to continue service on the Commission shall be extended to June 30, 1998, subject to the Mayor's appointment and Town Council Approval.

**CERTIFICATION:**

I, Suzanne F. Olechnicki, the duly appointed and acting Clerk of the Enfield Town Council,

**DO HEREBY CERTIFY** that the above Resolution No. 3052 was duly adopted by the Enfield Town Council at a Regular Meeting held on the 2<sup>nd</sup> day of June, 1997,

**IN WITNESS WHEREOF,** I have hereunto set my hand and seal of said Town of Enfield, this 24<sup>th</sup> day of June, 1998.

  
Suzanne F. Olechnicki  
Town Clerk

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ENFIELD TOWN COUNCIL

RESOLUTION NO. 2520

WHEREAS, the Town Council of the Town of Enfield recognizes the need for coordination of human services within the community of Enfield; and

WHEREAS, the Town Council believes that a Human Services Advisory Commission would be beneficial in reviewing and monitoring human service agencies and programs which are supported financially by the Town, or provided directly by the Town;  
NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Enfield hereby establishes a Human Services Commission comprised of seven members appointed by the Mayor, subject to the approval of the Town Council; two members of the Commission shall be members of the Town Council not from the same political party. The Commission shall serve until June 1, 1997; and

BE IT FURTHER RESOLVED, that the Commission shall be charged to meet regularly and examine possible overlap and duplication of services and present recommendations to the Council; the Commission shall review and/or recommend any agreements which may be made between the Town and said human service agencies, or between human service agencies and shall further recommend and advise the Mayor and Town Council concerning the same; with the social service needs of Enfield residents in mind, the Commission shall monitor and evaluate on-going social service programs in terms of effectiveness, efficiency, fiscal integrity and service to Enfield residents; the Commission shall take into consideration direct service expenses of agencies relative to indirect expenses; the Commission may request, through Town offices, financial information from any agencies; the Commission shall provide an interim report to the Town Council by September 30, 1996 and a final report, including funding recommendations by February 15, 1997. Final recommendations shall include advice regarding future monitoring activities of the Town of Enfield.

Councilman Vayda stated he's in favor of this. He added his belief this is a very timely issue. He noted there may be some instances where things are not as effective as they could be.

Councilman Falk agreed with Councilman Vayda and stated his belief such a Commission should focus on the type of services the community can and will provide.

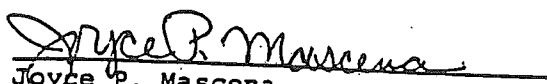
Councilwoman Egan agreed with the previous speakers and stated her belief it's the Town's job to look at how things have been done in the past and then look forward as to how things should be done.

CERTIFICATION:

Joyce P. Mascena, the duly appointed and acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY that the above Resolution No. 2520 was duly adopted by the Enfield Town Council at a Regular Meeting held on the 5th of April, 1996.

WITNESS WHEREOF, I have hereunto set my hand and seal of said Town of Enfield, this 23rd day of May, 1997.

  
Joyce P. Mascena  
Assistant Town Clerk



**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 01/15/2015  
Name: Howard Florian  
Address: 23 Theodore St., Enfield, Ct.  
Telephone No. (Home): 8607631949 (Work):  
Occupation: Retired E-Mail: HFlor48446@aol.com  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Independent

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Board, Commission or Agency  
Interested in: Commission on Aging  
☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I am entering a new application, to change my status on the Commission on Aging from an alternate member to a regular member.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:

Commission on Aging - Alternate, 2014

If this is a reappointment, please list the number of meetings attended during the last 12 months:  
9

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 01/15/2015  
Name: Timothy R. Slade  
Address: 79 Brewster Rd.  
Telephone No. (Home): 860 763-1889 (Work):  
Occupation: Retired E-Mail: trs1vet@cox.net  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

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Board, Commission or Agency  
Interested in: Commission on Aging  
☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Presently a regular appointed member in a regular seat. Would like to apply as an ALTERNATE position based on expected resignation of Howard Florian.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:

Prison Liaison Cmte. for approx. 10 years until resignation. Reappointed approx. 6 mo's. ago.

If this is a reappointment, please list the number of meetings attended during the last 12 months:  
2

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 02/01/2015  
Name: Bob Gillespie  
Address: 36 Walnut St  
Telephone No. (Home): 860-560-6972 (Work): 860-6560-6972  
Occupation: Electrician E-Mail: bobg1964@cox.net  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

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Board, Commission or Agency  
Interested in: Zoning Board of Appeals

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have lived in town all my life, worked for the Thompsonville Fire Department for 20 years before retiring in 2008. I have since been a commissioner for TFD and attended school to become an electrician. I have been involved with the construction industry since graduating from school in 1982. I am very dedicated to our town and see it as the wonderful community it is and would like to see it continue to thrive.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:

Thompsonville Fire Commission 2012 to present

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/14/2014  
Name: Michael Ludwick  
Address: 16 Silver Lane  
Telephone No. (Home): 860-869-5933 (Work): 860-273-3295  
Occupation: Underwriting Manager E-Mail: mikeludwick764@yahoo.com  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

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Board, Commission or Agency Interested in: Planning & Zoning Commission  
☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I am a life-long Enfield resident who has previously served on the Enfield Town Council & the Enfield Zoning Board of Appeals. I understand the importance of adhering to local zoning laws and how they can shape our community. I feel my energy and passion for the Town of Enfield will be an asset on this commission. If selected, I look forward to the opportunity to serve the Town of Enfield on the Planning & Zoning Commission.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:  
Enfield Town Council 1994 -1998. Enfield Zoning Board of Appeals 1992 -1994

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No